

## ANNEX “C”

### PROPOSAL TECHNICAL EVALUATION CRITERIA

The Offeror is requested to provide resume(s) clearly demonstrating educational background, qualifications and work experience related to the type of work described in this offer.

If more than one person will be providing services for this requirement, resumes must be provided for each potential resource. Each proposed resource will be evaluated against the criteria and a mathematical average score (for rated criteria) will be calculated and used to determine the Offerors total score and ranking. Only the person or persons who qualify will be allowed to provide services under the resulting SO.

Each potential mediator providing work under this RFSO will have to respond to each of the criteria.

The technical proposal must not refer specifically to personal or confidential information gained under a previous contract for similar services. As well, it is forbidden to make specific references to individuals or businesses that might directly or indirectly reveal personal or confidential information.

### MANDATORY CRITERIA

Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.

The Offeror is requested to use the table provided to identify where the information can be found in the proposal – replicate the table for each proposed resource.

<b>Mandatory Criteria Number</b>	<b>MANDATORY CRITERIA</b>	<b>CROSS REFERENCE TO PROPOSAL</b>
<b>MT1</b>	The Proposer must demonstrate that each proposed Mediator has <u>a minimum of 40 hours</u> conflict resolution training. Copies of the training certificate(s) must be provided to demonstrate successful completion of the training.	
<b>MT2</b>	The Proposer must include for each proposed Mediator, a list (including dates of mediation and type of dispute) of mediation cases conducted within the last three (3).  The Proposer must demonstrate that each proposed Mediator has conducted a minimum of five (5) cases of mediation within the past three (3) years in a subject relevant* to this RFSO.  *Relevant is defined as: Agriculture, Business Valuation, Bankruptcy / Insolvency, Debtor-Creditor, Family Business, Real Estate / Property, Financial, Commercial, Family disputes.	

<b>MT3</b>	<p>The Proposer must submit three (3) references for each proposed Mediator. The reference must have participated or observed a mediation case with the proposed mediator, and the mediation case must have taken place within the last five (5) years.</p> <p>For each reference, the following information must be provided:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Current Email Address</li> <li>• Timeframe of Mediation Case</li> <li>• Summary of Mediation Case</li> </ul> <p>References from the Farm Debt Mediation Services of AAFC will not be acceptable.</p> <p>The references will be contacted (as part of rated criterion #3) and will be required to comment on the following aspects of the mediation process:</p> <ul style="list-style-type: none"> <li>• Knowledge of techniques of mediation</li> <li>• Clarity of written documents.</li> <li>• Understanding and ability to summarize issue.</li> <li>• Leadership and control of situation.</li> <li>• Timeliness</li> </ul>	
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**POINT-RATED CRITERIA**

The technical component of the proposal will qualify if it achieves **an overall score** equal to or in excess of 70%.

The Offeror is requested to use the table provided to identify where the information can be found in the proposal – replicate the table for each proposed resource.

Rated Criteria Number	Description	Scoring Grid	Cross Reference to Proposal
1	<p>The Proposer should demonstrate, for each proposed Mediator, the commitment of on acquiring and improving its professional skills with mediation and conflict resolution techniques and theory.</p> <p>Points will be awarded based on:</p> <ul style="list-style-type: none"> <li>• Number of hours achieved on training related to mediation (max 10 points)</li> <li>• Participation in activities linked</li> </ul>	<p>A maximum of 20 points will be awarded as follows:</p> <p>Number of hours achieved on training related to mediation</p> <ul style="list-style-type: none"> <li>• <i>1 point for each hour for training over the minimum of 40 hours (MT1) up to 10 points</i></li> </ul> <p>Participation in activities linked to the Mediator profession such as conferences, workshops,</p>	

	to the Mediator profession such as conferences, workshops, symposiums (max 10 points)	<p>symposiums</p> <ul style="list-style-type: none"> <li>• 1 point per activity, up to 10 points</li> </ul>	
2	<p>The Proposer should describe, for each proposed Mediator, the mediation mandates completed by the Mediator over the last three (3) years.</p> <p>The proposer should include the following in the description of each mandate to permit a complete evaluation:</p> <ul style="list-style-type: none"> <li>• number of participants in the mediation meeting</li> <li>• type of dispute</li> <li>• who was the lead</li> <li>• issue mediated</li> <li>• outcome</li> </ul> <p>Points will be awarded based on:</p> <ul style="list-style-type: none"> <li>• Complexity – defined by number of participants (max 30 points)</li> <li>• Variety of dispute types covered (max 20 points)</li> </ul>	<p>A maximum of 50 points will be awarded as follows:</p> <p>Complexity</p> <ul style="list-style-type: none"> <li>• 1 point per mandate involving 1 to 4 participants</li> <li>• 2 points per mandate involving 5-14 participants</li> <li>• 3 points per mandate involving 15 or more participants</li> </ul> <p>Variety of Dispute Type</p> <ul style="list-style-type: none"> <li>• 5 points per type of dispute identified.</li> </ul> <p>Types of disputes include:</p> <p>Agriculture, Business Valuation, Bankruptcy / Insolvency, Debtor-Creditor, Family Business, Real Estate / Property, Financial, Commercial, Family disputes.</p>	
3	<p>For each proposed Mediator, the references submitted in MT3 will be contacted and asked to rate the proposed mediator against the following:</p> <ul style="list-style-type: none"> <li>• Knowledge of techniques of mediation</li> <li>• Clarity of written documents.</li> <li>• Understanding and ability to summarize issue.</li> <li>• Leadership and control of situation.</li> <li>• Timeliness</li> </ul> <p>If the named individual is unavailable when required during the evaluation period, the Offeror will be provided <u>one</u> opportunity to provide the name and contact information of an alternate contact from the same mediation case. If the Offeror or the reference does</p>	<p>A maximum of 10 points will be awarded for this criterion.</p> <p>For each of the areas points will be awarded as follows:</p> <p>Good: 2 points Average: 1 point Poor: 0 Points</p> <p>Each reference will be evaluated and a mathematical average score will be calculated and used to determine the total technical score of each proposed Mediator.</p>	

	not respond within the specified deadline, no points will be awarded.		
4	<p>The Proposer should demonstrate that each proposed mediator has a good understanding of how mediation supports the dispute resolution system and what are the responsibilities of a mediator under the Farm Debt Mediation Act.</p> <p>Points will be awarded based on:</p> <ul style="list-style-type: none"> <li>• What are the benefits of mediation in a dispute resolution process (max 10 points).</li> <li>• Describe and explain the key responsibilities of a mediator under the Farm Debt Mediation Act (max 10 points).</li> </ul>	<p>A maximum of 20 points will be awarded as follows:</p> <p>Benefits</p> <ul style="list-style-type: none"> <li>• <i>2 points per benefit to a maximum of 10 points.</i></li> </ul> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• <i>2 points per responsibility to a maximum of 10 points.</i></li> </ul>	
		<p>TOTAL SCORE:</p> <p>MINIMUM POINTS REQUIRED TO PASS:</p>	<p>100 points</p> <p>70 points</p>